



**UC Student Services Fee
&
UCR Student Services Fee
Annual Report**

**Operating & Capital
Budgets and Reserves**

*Expanded information regarding the Student Services Fee Advisory Committee at UC Riverside can be found on the web at <http://ssfacs.ucr.edu>

Office of Resource Planning & Budget
November 28, 2011

University of California, Riverside

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**2011-12 Student Service Fee Advisory Committee
For 2012-13 Budget
Planning Calendar**

October 14, 15	Council on Student Fees meeting at UCSB
October 21	SSFAC Meeting: Introduction
October 28	SSFAC Meeting: Subcommittee Training(Stephanie in RP&B Coordinator)
Nov 3(4 to 5:30PM)	SSFAC Meeting: VC Bolar/AVC Lundgren presentation
Nov 4(3 to 4PM)	SSFAC Meeting: Review of AVC Lundgren proposal
Nov 14(week of tentative)	Call letter to Student Service Fee Budget Holders for 2012-13 Program Plan and Budget Addendum request
December 3-30	Finals - Fall Quarter and Winter Break
Dec 17(week of tentative)	Departments submit budget requests and addendum to VCSA Office
January 14(tentative)	Department budgets and addenda requests completed and added to SSFAC Sharepoint.
Jan 23(week of tentative)	SSFAC Meeting: Overall Budget Review and Subcommittee Review. RP&B Reg Fee Presentation- (1.5 hours)
February (tentative)	Council on Student Fees meeting at UC Santa Cruz
Jan 18- Mar 30(tentative)	Subcommittees review budget requests Subcommittees meet with departments directors Write reports outlining preliminary subcommittee budget recommendations
March 17-30	Finals - Winter Quarter and Spring Break
March 31(Tentative)	Deadline to submit Subcommittee Budget Recommendations reports to VCSA Office
April 9(week of tentative)	SSFAC Meeting: Committee recommendations and deliberations (2 hour meeting).(cancelled)
April 16(week of tentative)	SSFAC Meeting: Committee recommendations and deliberations (2 hour meeting). Matt Hull presented latest info on Budget and Danny updated regarding Upper Mall Project.
April 18(tentative)	SSFAC Meeting: Committee recommendations and deliberations
April 23(tentative)	SSFAC Meeting: Committee recommendations and deliberations
April 27(tentative)	SSFAC Meeting: Committee recommendations and deliberations
May (tentative)	Council on Student Fees meeting at UC Riverside
May 7(tentative)	Submit preliminary recommendations to directors
May 10(tentative)	Written appeals from directors due to respective Vice Chancellor and committee are due at 5:00 p.m.
May 21(tentative)	SSFAC Meeting: Appeals Review
May 25(tentative)	SSFAC Meeting: Final Meeting Elect 2012-13 Chair and Vice Chair, Finalize addenda requests and appeal items
June 9-15	Finals - Spring Quarter
June 15-18	Commencement
June13(tentative)	RP&B presents analysis and recommendations to Chancellor and EVC
June 27(tentative)	Budget Holders notified of Chancellor's final decisions

Last update: 10/27/2011

**UC STUDENT SERVICES FEE & UCR STUDENT SERVICES FEE
ASSUMPTIONS INCLUDED IN THE FORECASTS ON TABLE 3, 4, & 5**

- * Enrollment Projections are based on the November 9, 2011 "General Campus Headcount Enrollments - Actual and Planned" from the Department of Strategic Academic Research and Analysis
- * UC Student Services Fee increases of 3% annually
- * Merit/Range increases of 3.5% annually
- * Benefit employer cost increases of 7% in FY2012-13 and 5% in the following fiscal years
- * Retirement employer cost increases to 10.8% in FY2012-13 with additional 2% increases each fiscal year through FY2016-17 when it will reach 18.8%

TABLE 1

JULY 1, 2011 PERMANENT OPERATING BUDGETS

<i>Units</i>	<i>UC Student Services Fee</i>	<i>UCR Student Services Fee</i>	<i>Combined</i>
Graduate Students			
Graduate Student Association	36,848	-	36,848
Subtotal	\$ 36,848	\$ -	\$ 36,848
Undergraduate Education			
Learning Center	1,255,329	-	1,255,329
Subtotal	\$ 1,255,329	\$ -	\$ 1,255,329
Vice Chancellor Student Affairs			
African Student Programs	138,027	22,389	160,416
Asian Pacific Student Program	190,653	29,506	220,159
AVC/Dean of Students	373,288	-	373,288
Bayless Foundation	500	-	500
Campus Activities & Events	20,300	-	20,300
Campus Health Center	1,310,292	5,156	1,315,448
Career Services Center	955,044	8,000	963,044
Chicano Student Programs	135,541	-	135,541
Child Development Center	304,678	-	304,678
Counseling Center	925,922	26,920	952,842
Cultural Events	136,002	-	136,002
Disabled Student Services	388,377	19,295	407,672
Diversity Initiatives	85,159	-	85,159
Escort Service	4,826	9,175	14,001
Health Education Initiatives	71,357	-	71,357
HUB - Commons Referendum	140,476	-	140,476
International Education Center	343,337	-	343,337
Intramural Sports	114,021	-	114,021
KUCR	194,125	8,277	202,402
LGBT Resource Center	109,867	27,001	136,868
Medicine Ways	3,000	-	3,000
Mental Health Initiatives	120,633	-	120,633
Native American Student Program	122,327	-	122,327
Peer Initiatives	60,559	-	60,559
Publications	74,025	-	74,025
R.E.A.C.H.	5,086	500	5,586
Registration Fee Advisory Comm Admin	33,885	-	33,885
Student Affairs Communications	308,215	-	308,215
Student Affairs Research&Eval	101,001	-	101,001
Student Conduct Programs	226,374	-	226,374
Student Life & Leadership Center	345,639	12,927	358,566
Student Org Development & Mgmt	12,500	-	12,500
Student Rec Center Referendum	145,000	5,000	150,000
Student Special Services	216,039	-	216,039
Technology Services	489,560	-	489,560
The WELL	122,806	-	122,806
Transfer Orientation & Services	9,889	10,748	20,637
University Band	36,267	-	36,267
VCSA Office	194,740	-	194,740
Women's Resource Center	108,523	44,686	153,209
VCSA Employee Benefits & Turnover Savings	2,928,793	19,388	2,948,181
Subtotal	\$ 11,606,653	\$ 248,968	\$ 11,855,621

TABLE 1

JULY 1, 2011 PERMANENT OPERATING BUDGETS			
<i>Units</i>	<i>UC Student Services Fee</i>	<i>UCR Student Services Fee</i>	<i>Combined</i>
UCR Intercollegiate Athletics			
Intercollegiate Athletics - Admin	503,378	-	503,378
Intercollegiate Athletics - Teams	788,255	-	788,255
Subtotal	\$ 1,291,633	\$ -	\$ 1,291,633
Total General Campus Departments	\$ 14,190,463	\$ 248,968	\$ 14,439,431
Central Campus			
REG Fee OMP	221,700	-	221,700
Financial System Assessment	27,720	-	27,720
Graduate Student Financial Aid	77,894	-	77,894
SFA - Scholarships & Grants	438,233	-	438,233
Unalloc. Salary Increases, Benefits, & GAEL Insurance	189,437	30,118	219,555
Total Central Campus	\$ 954,984	\$ 30,118	\$ 985,102
Grand Total	\$ 15,145,447	\$ 279,086	\$ 15,424,533

TABLE 2

UC STUDENT SERVICES FEE & UCR STUDENT SERVICES FEE
FISCAL YEAR 2010-11 TOTAL UNIT CLOSING FUND BALANCES

<i>Units</i>	<i>UC Student Services Fee</i>	<i>UCR Student Services Fee</i>	<i>Combined</i>	<i>Percent of 7/1/11 Perm Budget</i>
Graduate Students				
Graduate Student Association	5,062		5,062	13.7%
Subtotal	\$ 5,062	\$ -	\$ 5,062	13.7%
Undergraduate Education				
Learning Center	360,171		360,171	28.7%
Subtotal	\$ 360,171	\$ -	\$ 360,171	28.7%
Vice Chancellor Student Affairs				
African Student Programs	(5,772)	1,057	(4,715)	-2.9%
Asian Pacific Student Program	(5,698)	104	(5,593)	-2.5%
AVC/Dean of Students	(27,359)		(27,359)	-7.3%
Bayless Foundation	2,855		2,855	571.0%
Campus Activities & Events	2,997		2,997	14.8%
Campus Health Center	57,009	(226)	56,783	4.3%
Campus Vitality	242		242	n/a
Career Services Center	38,197		38,197	4.0%
Chicano Student Programs	(6,433)		(6,433)	-4.7%
Child Development Center	(3,294)		(3,294)	-1.1%
Counseling Center	(8,558)	(9,315)	(17,873)	-1.9%
Cultural Events	(6,894)		(6,894)	-5.1%
Disabled Student Services	6,100	145	6,245	1.5%
Diversity Initiatives	19,585		19,585	23.0%
Escort Service	28	105	133	1.0%
Health Education Initiatives	6,934		6,934	9.7%
International Education Center	36,646		36,646	10.7%
Intramural Sports	(5,276)		(5,276)	-4.6%
KUCR	(7,630)	40,769	33,139	16.4%
LGBT Resource Center	(13,031)	(162)	(13,193)	-9.6%
Mental Health Initiatives	(3,061)		(3,061)	-2.5%
Native American Student Program	(456)		(456)	-0.4%
Outdoor Programs	3,242		3,242	n/a
Peer Initiatives	(3,819)		(3,819)	-6.3%
Publications	(2,082)		(2,082)	-2.8%
R.E.A.C.H.	(564)		(564)	-10.1%
Student Affairs Communications	(5,992)		(5,992)	-1.9%
Student Affairs Research&Eval	3,543		3,543	3.5%
Student Conduct Programs	30,374		30,374	13.4%
Student Life & Leadership Center	(28,601)	660	(27,941)	-7.8%
Student Org Development & Mgmt	2,522	3,000	5,522	44.2%
Student Special Services	1,408		1,408	0.7%
Technology Services	87,358		87,358	17.8%
The WELL	(7,027)		(7,027)	-5.7%
Transfer Orientation & Services		103	103	0.5%
University Band	453		453	1.2%
VCSA Office	232,745		232,745	119.5%
Women's Resource Center	1,543	1,334	2,877	1.9%
VCSA Employee Benefits & Turnover Savings	1,789,205	248,302	2,037,507	69.1%
Subtotal	\$ 2,181,440	\$ 285,876	\$ 2,467,316	20.8%
UCR Intercollegiate Athletics				
Intercollegiate Athletics - Admin	121,262	-	121,262	24.1%
Intercollegiate Athletics - Teams	-	-	-	0.0%
Subtotal	\$ 121,262	\$ -	\$ 121,262	9.4%
Total Unit Closing Balance	\$ 2,667,936	\$ 285,876	\$ 2,953,812	20.5%

NOTE: CFD Balances may include future commitments and liabilities such as vacation accrual

TABLE 3

UC STUDENT SERVICES FEE (FUND 20000)				
PROJECTED EXPENDITURES & REVENUE (FISCAL YEARS 2011-12 to 2013-14)				
Description	Projected 2011-12	Projected 2012-13	Projected 2013-14	
Projected New and Continuing Headcount Enrollment (3 Qtr Avg)	19,953	20,147	20,280	
Projected Exemptions	(599)	(614)	(619)	
Projected Net Paid Enrollment	19,354	19,533	19,661	
Student Services Fee	\$911	\$940	\$971	
Student Services Fee - Mental Health	\$61	\$61	\$61	
Total Student Services Fee	\$972	\$1,001	\$1,032	
PROJECTED REVENUE				
Projected UC Student Services Fee Income (FWS)	17,637,888	18,369,948	19,081,934	
Projected UC Student Services Fee Income (Summer)	1,220,928	1,220,520	1,266,300	
Projected Student Services Fee Subtotal	18,858,815	19,590,468	20,348,234	
Projected UC SS Fee Mental Health Income (FWS)	1,180,619	1,191,484	1,199,349	
Projected UC SS Fee Mental Health Income (Summer)	81,725	82,133	82,133	
Projected SS Fee - Mental Health Subtotal	1,262,344	1,273,616	1,281,482	
STIP Earnings/Deferred Payment Plan	137,350	34,337	48,072	
TOTAL PROJECTED REVENUE	\$ 20,258,509	\$ 20,898,422	\$ 21,677,788	
PROJECTED EXPENDITURES				
Base Budget	13,932,707	14,122,144	15,182,241	
Contribution to Budget Reductions	1,123,987	1,123,987	1,123,987	
Contribution to Budget Reductions in Financial Aid & Admissions - Pending Final Approval	570,000			
Contribution to Capital Reserves	100,000	100,000	100,000	
Financial Aid (New in FY11-12)	516,127	727,394	946,957	
Cost Adjustments - Salaries, Benefits, Retirement	189,437	1,060,097	918,285	
UCOP Funding Assessment (New in FY11-12)	274,547	302,002	332,202	
TOTAL PROJECTED EXPENDITURES	\$ 16,706,805	\$ 17,435,624	\$ 18,603,672	
PROJECTED OMP COSTS				
The HUB Building OMP charges	271,700	285,285	299,549	
Learning Center Surge Building OMP charges	42,444	43,930	45,467	
TOTAL PROJECTED OMP COSTS	\$ 314,144	\$ 329,215	\$ 345,016	
PROJECTED CAPITAL EXPENDITURES				
Learning Center Debt Service	206,423	206,744	206,764	
Existing Commons Expansion Debt Service	140,476	140,476	140,476	
Recreation Center Debt Service	145,000	145,000	145,000	
** Commons Expansion Debt Service/Temp Repayment from Referendum	391,690	392,103	392,268	
TOTAL PROJECTED CAPITAL EXP	\$ 883,589	\$ 884,323	\$ 884,508	
PROJECTED TOTAL ANNUAL EXPENSES	\$ 17,904,538	\$ 18,649,162	\$ 19,833,195	
PROJECTED ANNUAL BALANCE	\$ 2,353,970	\$ 2,249,260	\$ 1,844,593	
Debt Service Coverage (x.25) (To Reserves)	220,897	221,081	221,127	
Net in Mental Health Reserve (See Table 5)	200,109	139,669	85,300	
NET BALANCE AVAILABLE	\$ 1,932,964	\$ 1,888,511	\$ 1,538,166	

Based on November 9, 2011 General Campus Headcount Enrollments - Actual and Planned

** Note: The UC Student Svcs Fee portion of Commons Expansion debt will be paid by the Commons Referendum Fee as repayment of a \$2.5M loan to the capital project from the UC Student Svcs Fee capital reserves. As payments are made by the Referendum, an equal amount will be transferred at year-end from the UC Student Svcs Fee net operating balance (if available) to replenish UC Student Svcs Fee capital reserves.

TABLE 4

UC STUDENT SERVICES FEE (FUND 20000) - MENTAL HEALTH DETAIL
ACTUAL & PROJECTED EXPENDITURES & REVENUES
 (Stated Mental Health Detail is included in aggregate on Table 3)

Description	Actual 2010-11	Projected 2011-12	Projected 2012-13	Projected 2013-14
New and Continuing Headcount Enrollment (3 Qtr Avg)	19,882	19,953	20,147	20,280
Projected Exemptions	537	599	614	619
Projected Net Paid Enrollment	19,345	19,354	19,533	19,661
<i>Registration Fee - Mental Health</i>	\$61	\$61	\$61	\$61
Projected Revenue				
Projected Student Services Fee - Mental Health (FWS)	1,180,057	1,180,619	1,191,484	1,199,349
Projected Student Services Fee - Mental Health (Summer)	68,755	81,725	82,133	82,133
Total Projected Revenue	\$ 1,248,812	\$ 1,262,344	\$ 1,273,616	\$ 1,281,482
Projected Expenditures				
Base Budget	1,063,730	1,048,522	1,062,235	1,133,948
Cost Adjustments - Salaries, Benefits, Retirement	52,844	13,713	71,713	62,234
Total Projected Expenditures	\$ 1,116,574	\$ 1,062,235	\$ 1,133,948	\$ 1,196,181
Net Balance Available	\$ 132,238	\$ 200,109	\$ 139,669	\$ 85,300
Temp Allocations*	459,344			
Net to Mental Health Reserve (See Table 3)	\$ (327,106)	\$ 200,109	\$ 139,669	\$ 85,300
Cumulative Mental Health Reserve	\$ (240,869)	\$ (40,760)	\$ 98,909	\$ 184,209

*Excess Allocations are from Mental Health Reserves or from regular Student Services Fee resources

TABLE 5

UCR STUDENT SERVICES FEE (FUND 20027)
 PROJECTED EXPENDITURES & REVENUE (FISCAL YEARS 2011-12 TO 2013-14)

Description	Projected 2011-12	Projected 2012-13	Projected 2013-14
PROJECTED REVENUE			
Projected New and Continuing Headcount Enrollment (3 Qtr Avg)	19,953	20,147	20,280
Projected Referendum Income (FWS)	\$ 359,154	\$ 362,646	\$ 365,040
Projected Summer Income	38,687	37,080	37,080
STIP	16,097	14,487	14,487
TOTAL PROJECTED REVENUE	\$ 413,937	\$ 414,213	\$ 416,607
PROJECTED EXPENDITURES			
Base Budget	\$ 280,225	\$ 288,569	\$ 300,680
Recreation Center Referendum	5,000	5,000	5,000
Contribution to Central Reserves	-	-	-
Cost Adjustments - Salaries, Benefits, Retirement	8,344	12,111	10,067
UCOP Funding Assessment (New in FY11-12)	4,505	4,956	5,451
Adjusted Base Budget	293,569	305,680	315,747
TOTAL PROJECTED EXPENDITURES	\$ 293,569	\$ 305,680	\$ 315,747
PROJECTED BALANCE	\$ 120,368	\$ 108,533	\$ 100,860

Based on November 9, 2011 General Campus Headcount Enrollments - Actual and Planned

TABLE 6

UC STUDENT SERVICES FEE & UCR STUDENT SERVICES FEE
FUND PERFORMANCE (FISCAL YEARS 2006-07 TO 2010-11)

Description	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11
UC STUDENT SERVICES FEE					
Actual Revenue	12,415,372	13,458,475	15,523,680	17,411,306	18,495,763
STIP	228,338	179,017	210,455	522,667	294,270
Subtotal	\$12,643,710	\$13,637,492	\$15,734,135	\$17,933,973	\$18,790,033
July 1 Budget	10,529,960	11,118,480	11,873,765	12,373,901	13,502,162
Transfer to Core Programs	762	0	0	818,746	0
Salary/Employee Benefits & Insurance Adjustments	139,038	313,335	0	1,074	252,757
Actual SS Fee OMP Costs	146,929	166,387	230,746	251,052	286,482
Actual Debt Service for SURGE Building (Learning Center)	207,809	207,531	208,023	177,920	180,949
Actual Debt Service for Commons Expansion (Return to Cap Resv)	n/a	n/a	0	341,804	391,826
Actual Debt Service Set-Aside to Capital Reserve	123,568	123,620	166,873	189,563	221,037
Contributions to Capital Reserve	100,000	100,000	100,000	100,000	100,000
Change to Backstop Funding	22,398	-9,000	0	33,025	52,859
Hold in Operating Reserve for Approved One-Time Allocations	472,649	525,723	385,439	414,424	1,228,694
Hold in Operating Reserve for Mental Health Allocations		377,335	845,390	481,201	132,238
Subtotal	\$11,743,113	\$12,932,411	\$13,810,235	\$15,182,710	\$16,349,004
Net to Capital Reserve	\$900,597	\$705,081	\$1,923,900	\$2,751,263	\$2,381,028
UCR STUDENT SERVICES FEE					
Actual Revenue	320,333	334,897	355,693	364,815	388,837
STIP	20,393	23,121	21,358	17,925	20,374
Subtotal	\$340,727	\$358,018	\$377,052	\$382,740	\$409,211
July 1 Budget	238,125	240,020	241,925	241,925	241,925
Salary/Employee Benefits & Insurance Adjustments	29,027	9,227	19,587	15,527	4,018
Subtotal	\$267,152	\$249,247	\$261,512	\$257,452	\$245,943
Net to Operating Reserve	\$73,575	\$108,771	\$115,540	\$125,288	\$163,268
Grand Total to Operating/Capital Reserve	\$1,446,821	\$1,339,575	\$2,424,878	\$3,290,975	\$2,544,296

TABLE 7

**UC STUDENT SERVICES FEE & UCR STUDENT SERVICES FEE
PROJECTED OPERATING & CAPITAL RESERVES (FISCAL YEARS 2010-11 TO 2014-15)**

(Projected fiscal years do not reflect non-mandatory transfers from the Operating/Current Fund)

Description	Actual 2010-11	Projected 2011-12	Projected 2012-13	Projected 2013-14
OPERATING RESERVES				
UC Student Services Fee				
Beginning Balance	\$593,224	\$1,407,494	\$178,800	\$178,800
Transfers (To)/From Current Fund	1,228,694			
Temporary Operating Allocations	(414,424)	(1,228,694)		
Total UC SS Fee Operating Reserves	\$1,407,494	\$178,800	\$178,800	\$178,800
UC Student Services Fee - Mental Health Funds				
Beginning Balance	\$86,237	(\$240,869)	(\$240,869)	(\$240,869)
Transfers (To)/From Current Fund	132,238			
Temporary Operating Allocations	(459,344)	0		
Total UC SS Fee - SMH Operating Reserves	(\$240,869)	(\$240,869)	(\$240,869)	(\$240,869)
UCR Student Services Fee				
Beginning Balance	\$486,365	\$632,273	\$240,567	\$240,567
Transfers (To)/From Current Fund	163,268			
Temporary Operating Allocations	(17,360)	(391,706)	0	0
Total UCR SS Fee Operating Reserves	\$632,273	\$240,567	\$240,567	\$240,567
TOTAL OPERATING RESERVES				
	\$1,798,898	\$178,498	\$178,498	\$178,498
CAPITAL RESERVES (SEE TABLE 7a)				
UC Student Services Fee				
Beginning Balance	\$7,982,546	\$10,768,443	\$981,030	\$1,694,214
Commons Expansion ⁽¹⁾	391,826	391,690	392,103	392,268
Transfers to Capital Reserve from Current Fund	100,000	100,000	100,000	100,000
Debt Service Coverage (x.25)	221,037	220,897	221,081	221,127
Transfers from Year-end Balances	2,381,028			
Upper Mall Renovation	(107,994)	(4,500,000)		
Veitch Renovation	(200,000)	(6,000,000)		
Total Capital Reserves	\$10,768,443	\$981,030	\$1,694,214	\$2,407,609
TOTAL ALL RESERVES				
	\$12,567,341	\$1,159,528	\$1,872,712	\$2,586,107

⁽¹⁾ The 05-06 RFAC recommended a \$2,500,000 temporary loan to the Commons Expansion capital project. This loan is to be repaid by the Commons Referendum fee with interest over time by temporarily taking over the UC Student Services Fee's share of the project's annual debt service payment. UC Student Services Fee's payments are estimated to begin in FY16-17.

TABLE 7a

UC STUDENT SERVICES FEE PLANNED CAPITAL EXPENDITURES (FISCAL YEARS 2010-11 TO 2012-13)	
<i>Description</i>	<i>Projected Cost</i>
Commons - Upper Mall Redevelopment including the relocation and tenant improvements for Career Services	\$4.5 Million
Vietch Building Redesign and Remodel to expand the facilities of the Student Health Center and the Student Counseling Office	\$9-10 Million
Total Planned Capital Expenditures	\$13-15 Million